

A GUIDE FOR **STUDENTS** LIVING IN  
NYU MEDICAL CENTER HOUSING



**New York University Medical Center**

**Real Estate Development and Facilities, Housing Services Division**

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## **WELCOME**

Welcome to your new NYU home. We know that moving is a very busy time, made even more stressful if you are coming to NYU Medical Center for the first time. This booklet contains information that we hope will ease the process, including tips that we hope will make living in your new digs more pleasant. Please note that this information is subject to updates and change. Feel free at any time to request a copy of the most current version or see it on line at [www.med.nyu.edu/housing](http://www.med.nyu.edu/housing) Please also note that this document is an addendum to your housing license (“License”).

## **REAL ESTATE DIVISION**

The Real Estate Division coordinates the building staff, furniture, repairs, keys, and other property management issues in your building. In Greenberg, Rubin, and Residential Tower, please report your maintenance concerns via the Real Estate Division’s Service Request Form, available in the lobbies. In other buildings, contact your building superintendent.

Should you have additional or unresolved maintenance questions, please contact the Real Estate Division’s Residential Property Supervisor at (212) 263-2449, or via email at [property.management@med.nyu.edu](mailto:property.management@med.nyu.edu)

## **HOUSING SERVICES DIVISION**

If you have questions about housing, including applications, your housing License, your rental account, the medical student housing lottery, etc, please call the Housing Services Division at 212 263-5025 or visit our offices at 339 East 28 Street, between First and Second Avenues, Monday through Friday, 9am to 5pm, except holidays. Our website is [www.med.nyu.edu/housing](http://www.med.nyu.edu/housing) which includes some of our forms and documents. You can email us at [housing@med.nyu.edu](mailto:housing@med.nyu.edu)

Housing Services also includes OCHAP, a website created to assist with navigating the challenging New York City apartment market. It includes a link to Citihabitats, NYU’s preferred broker which will discount its fees for NYU affiliates.  
[www.med.nyu.edu/ochap](http://www.med.nyu.edu/ochap)

## **TERMS OF OCCUPANCY**

Please read your License carefully, as it is a document setting forth rights and obligations.

Graduate students have one annual opportunity to cancel the License as of June 30, by providing NYU at least thirty (30) days’ written notice prior to June 30<sup>th</sup>.

For non-graduating medical students and MDPHd students, the annual option to cancel the License is governed by the rules and deadlines of the Lottery Policy (“Lottery Policy”) and Retention, Lottery, Intention to Vacate form (“RLIV”) as set forth each

academic year. Here is a link to the Lottery Policy and other Lottery-related documents <http://endeavor.med.nyu.edu/housing/> Each year's revised policy and documents are usually posted just before or just after January 1.

## **FURNITURE**

Student accommodations are furnished. If you do not want the furniture in your new or current room, it can be removed prior to your moving in, if you provide written notice (via a Service Request to Real Estate) at least two weeks prior to your moving date. You may choose to have either all the furniture removed, or just the bed removed. Other individual furniture items may not be added or removed. In Ruben Hall first floor rooms, beds are built-in and are not be removed.

If you do not provide notice, prior to your moving in, about School furniture that you do not want, Real Estate must assume that you want the full complement of furniture. Any subsequent requests to have the bed or all of it, removed are subject to approval and to a minimum \$100 fee. You will be held financially responsible for any furniture that is placed in hallways, or that is unaccounted for when you vacate.

## **HOUSING CHARGES**

Medical student housing charges along with tuition and other charges are billed by and paid to the NYU Bursar twice each year (fall and spring/summer term). Students who move during the summer will receive adjusted bills during the summer.

PhD and MDPHD students must pay rent monthly. Those who choose to pay rent via payroll deduction are advised to monitor their paycheck stubs to ensure that accurate deductions have been taken. Please call Housing Services if you have a billing question or experience a financial difficulty so that you do not fall into arrears.

### **Housing Application Fee**

A non-refundable application fee is payable at the time you submit your housing application. Should you change your mind about matriculating or accepting NYU housing, the deposit is not refundable

## **SUBLETTING**

As a courtesy to students who need to be away from their NYU housing for several weeks, students may apply to sublet to a Medical Center non-matriculated affiliate for up to 12 weeks during each housing License term. In addition to the consent of Housing Services on behalf of the School, students must obtain permission to the sublet from their fellow roommates.

The School will consent to sublets only to individuals who are non-matriculated affiliates of NYU Medical Center/School of Medicine. If consent is given to a sublet, both the

tenant and the sub-licensee are required to sign a sublease available from the Housing Services office.

For your safety, please be advised that the presence of any unauthorized person in NYU housing is considered a trespass and a breach of Medical Center security, and will be handled accordingly. The following criteria must be met:

Once you have found an eligible sub-licensee, you submit to the Housing Office a completed subletting form which included the written permission of each of your suitemates, when applicable. You must also attach a copy of the sub-licensee's NYU identification. You will continue to be billed for housing and the temporary occupant will pay equal fees to you. You may charge the monthly rent plus utilities, (\$25-\$50 per month depending on the season and average costs of utilities) and it will be your responsibility to arrange for your sublicensee to pick up your keys, pay the proper share of the suite's electricity bill, and return the keys to you. If the keys were lost you would be charged for a lock change.

Please ask for a subletting agreement in the Housing Office. The completed subletting agreement must be submitted to the Housing Office at least five business days before the sublet is to begin. Please plan ahead.

## **MEDICAL and MDPHd STUDENT HOUSING LOTTERY**

The Lottery Policy ("Lottery Policy") each year is written and approved by a Lottery Committee which includes the class presidents and Housing Services, and the complete policy is an addendum to the medical and MDPHd student housing License. The policy document is intended to provide housing for the maximum number of students; minimize inconvenience to students wherever possible; and limit the School's housing costs and expenses attributable to the lottery process.

The lottery and moving process are complex, and there are important revisions each year, so all students are urged to read the policy carefully each year. Even students who intend to vacate, or who are eligible to retain their current housing, must submit designated documents prior to the announced deadline.

## **GRADUATE STUDENT TRANSFERS**

Sackler Graduate students currently in NYU housing who wish to be considered for new assignments within Sackler graduate student housing may apply for a new transfer waiting list as of a date that is announced. Applications previously submitted are not active. Housing applications must be submitted in hard copy format (fax is ok) to the Housing Services Office located at 339 East 28<sup>th</sup> Street. Note that additional documentation may be required; please read the application form carefully.

Transfer applications will be reviewed with Dr Oppenheim and are subject to approval. The following criteria may all be taken into account: date of new application; seniority in Sackler matriculation; availability of the requested housing space; documented qualifying events, such as marriage, birth of a child, new domestic partnership, financial

need, etc; the transfer's not resulting in a net increase in vacancies; Sackler program housing needs. Documentation for qualifying events must be attached to the transfer application. Without acceptable documentation, the application form and the stated qualifying event will not be considered.

## **MOVING IN**

Incoming students will be notified of the days and hours of the August move-in days. (Students arriving during move in weekend will be advised of the designated locations for picking up their keys for the various buildings.)

### **Electricity, Telephone and Cable Service**

You are responsible for arranging for electricity, telephone and cable service unless otherwise noted.

For electricity (all buildings except Rubin Hall and Waterside, please call Consolidated Edison at 800 75 CONED at least two to three days in advance of your move.

For telephone service and equipment, call Verizon (at 212 890 2350) or any company of your choice.

For cable tv service in Greenberg Hall and Skirball Residential Tower, call Time Warner Cable (212 674 9100); for Rubin Hall service, call RCN (800 746 4726).

Please be advised that if you want to have cable service in your room or apartment you must register as a customer with the appropriate cable tv service provider. Should cable television service be on when you move in, you are obligated to register with the cable company. Since NYU can be held responsible, theft of services will be reported to the cable company if discovered.

### **Additional Locks**

Residents of on-campus buildings who wish to install additional locks should obtain the prior consent of the Real Estate Division and, if this is approved, provide a complete set of keys. Additional locks for units in leased buildings will be governed by the building's management policies.

### **Lock Change Policy**

Reports of lost keys will require that the room/apartment lock be changed by the locksmith. If the student reports the loss of keys during business hours, he/she should first contact the Real Estate Residential Property Supervisor Edward Berman, 212 263 2449, who will issue a lock change authorization form. The student who reports the lost keys will take the authorization to Security to have the lock changed. If a lock change is required outside of business hours, the student should contact Security. Security will arrange the lock changes, bill Real Estate for the charges, noting

date, room, and tenant name, and Housing Services will either bill the student or deduct the charge from the security deposit when the student vacates.

### **Lock Out Policy**

Students who report that they are locked out will be let into their room by a Security Officer. Security will note date, room/apartment number, and tenant name and student will be billed for any charges beyond one free one for each calendar year.

## **APPLIANCES**

### **Refrigerators**

For the most efficient operation, set the temperature control at 5-6. For units which are not frost-free, you will have to periodically defrost the refrigerator. (We recommend emptying the refrigerator, turning it off and placing pans of hot water inside the freezer. Do not use sharp objects to remove ice, as you may puncture the unit.)

### **Air Conditioners**

Most units have removable filters which must be removed and cleaned frequently. Please check with your superintendent if you have any questions. If you are installing your own unit, these must be installed by licensed installers. For more information, contact Edward Berman, Residential Property Supervisor, at 212 263 2449.

## **TRASH DISPOSAL**

Food and non-recyclable food containers should be placed in the compactor chutes in closed plastic bags. Do not leave garbage or food containers (e.g., pizza boxes) on the floor of the trash area as they attract vermin. Follow your building's policies when disposing of aerosol cans, flammable items, wire hangers, clothing, very large or bulky items or cartons and recyclables. If you have any questions regarding New York City recycling policies or your building's rules, please ask your building superintendent.

## **EXTERMINATION**

Service is provided on a regular basis to apartments/units in Medical-Center owned buildings upon request. For all other locations, please ask your building superintendent about extermination service.

## **REPAIRS AND RENOVATION**

The procedure for requesting repairs is determined by the building in which your unit is located. Residents of Rubin Hall, Greenberg Hall or Skirball Residential Tower should

complete a Service Request available in your lobby or from the Real Estate Division. Requests for repairs in all other buildings should be made to the building's superintendent. No renovations, alterations or changes of any kind are permitted to your room or apartment without the express consent of the Real Estate Division. For further information, they can be reached at [property.management@med.nyu.edu](mailto:property.management@med.nyu.edu) or (212) 263 2449.

## **DELIVERIES**

Please inform your superintendent in advance if you are expecting delivery of furniture or any large item. For Medical Center owned apartments/units, you must be at home to accept the delivery, as large deliveries cannot be accepted or stored in the lobby.

## **SAFETY**

Maintaining good security and safe conditions is very important to all of us. Please help us keep yourself and your neighbors safe by respecting the procedures for building access. When you enter the building, make sure the door closes behind you. If your building's front door or intercom is not working properly, please notify your superintendent immediately. Never buzz in or allow in a visitor unless you know who it is. If you observe any suspicious persons or incidents, call 911. Do not leave valuable items in your building lobby for others to pick up, as the building/security staff is not responsible.

In Skirball Residential Tower, Greenberg Hall, and Rubin Hall, your NYU I.D. must be available to show the security guard upon request.

We strongly advise you to keep your room/apartment door locked at all times, even if you are leaving the premises for only a few minutes.

### **Smoke Detectors and Fire Safety**

In accordance with NYC law each apartment is provided with a smoke detector. Please check the batteries periodically, and change them twice a year. (An easy way to remember – check each time the clocks are changed from daylight savings to standard time, or vice versa.) Do a periodic smoke test by blowing smoke into the detector. If you suspect your detector is not working properly and you have changed the battery, report it to your superintendent. Remember, it is against the law to tamper with or disable the smoke detectors.

### **Guest Passes for Students**

Residents of Rubin Hall, Greenberg Hall, and Residential Tower who have guests staying for a few days must obtain guest passes if the host will not be accompanying the guest at all times. You may obtain the Guest Pass application form from the Housing Services Division. Guest Pass applications, which also require roommates' approvals and signatures, must be submitted at least two business days prior to the guest's arrival. Guest Passes (one for each guest) may be approved for up to 7 days

per visit. Each student may request up to two Guest Passes at one time, and up to six non-consecutive Guest Passes per semester. Each guest will be expected to show both the pass and a photo i.d. card for entry into the building.

### **Disposal of Sharps**

Sharps should never be removed from clinical or research areas, as there are strict regulatory requirements for disposal of sharps. Any sharps, used or unused, which are inadvertently removed must be returned and disposed of properly. Do not throw them down trash chutes or leave them in trash receptacles in your building.

### **Renter's Insurance**

Consider yourself urged to obtain renter's insurance for your possessions; the Medical Center's insurance does not cover your personal belongings if lost or damaged for any reason. Students can find out if they are covered under their parents' homeowner's or renter's insurance.

### **NO SMOKING**

NYU Medical Center, including its residential buildings, is a no-smoking campus.

### **CARRY YOUR ID!**

The Medical Center's policy is that your NYU i.d. badge must be worn on the Medical Center premises, including the entry areas of the residential buildings. NYU security guards may ask to see your i.d. at any time and your cooperation is required.

### **Window Guards**

New York City law requires that if children 10 years of age or younger reside or visit in an apartment, the windows must be equipped with window guards or the windows must be restrained from opening wide. If this applies to you, please notify the Real Estate Division immediately concerning the need for window guard installations. You may also have window guards installed if you want them for any reason. Window guards are designed to help prevent falls from windows. They are not the same as security gates.

### **Lead Paint**

Housing built before 1978 may contain lead-based paint. Lead from paint chips or dust may pose a health hazard to children under the age of six, or to pregnant women. If you are pregnant, or if you are concerned about the presence of lead paint in your room or apartment, please notify your superintendent or the Real Estate Division, especially if you observe any surfaces with peeling or chipping paint.

## **Halogen Lamps**

Due to inherent dangers, the use of halogen lamps is not permitted in NYU Medical Center housing.

## **NO PETS**

Please be reminded that your housing license states that you are not permitted to keep a pet or pets in NYU housing.

## **MOVING OUT**

Student Vacating Notices are available on line at [www.med.nyu.edu/housing](http://www.med.nyu.edu/housing), they can be emailed to you, or you can stop by and pick up a form at Housing Services. See also Terms of Occupancy, above.

Please inform your movers that the move must take place between 9am and 5pm, except in some leased buildings that have more restricted days and hours. Some buildings where apartments are leased require certificates of insurance from the movers.

## **Termination of Utilities**

You are responsible for notifying Con Edison, the telephone company, and the cable company to terminate service prior to moving out. (Make certain that you return the cable television box or modem to the cable company or you will incur a charge from them).

If Con Edison will be turning off your electricity, empty and clean your refrigerator before you leave and leave the door propped open.

## **Condition of Apartment/room**

Please return the apartment/unit and any furniture which you were provided, in good condition. Be sure you remove all personal belongings and trash, and empty and clean your refrigerator and other appliances. You will be charged for any damage to the apartment/unit, for any excessive dirt or trash, or for any unauthorized renovations or alterations.

## **Keys**

Please return all keys promptly to the building superintendent when moving out. (Residents of Greenberg Hall and Ruben Hall may label and deposit their keys in the drop-box located in the lobby, or leave them in a labeled envelope (name, room or apartment number) at Housing Services which will forward them to the Property Supervisor in the Real Estate Division.) You will be charged a fee for any key

replacement or lock change necessary because keys are not returned promptly upon your moving out.

### **Mail Forwarding**

In Greenberg, Skirball, and Rubin Halls, first class mail will be forwarded to your new address for up to six months by the mail clerks if you have provided a new address. In other buildings, file a change of address notice with the Post Office.

We suggest that you notify your bank, credit card companies, etc. of your change of address.

Best wishes for your studies!